

7. Recordkeeping

Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, shall be recorded, and maintained by the Corporate Safety Officer.

Documentation of safety and health training for each employee including the new hire orientation, weekly safety meetings and specific required training shall be kept by Human Resources.

All training documentation shall include the employee's name and/or another identifier, training dates, type of training, and the instructor's name shall be recorded on the training sign in sheet.

All safety logs required by State, Federal and local jurisdictions will be maintained by Human Resources under the direction of the Corporate Safety Officer.

Tailgate Safety Meetings

The following information is required for record keeping purposes and shall be maintained in the project file:

1. Project/Crew designation/Job Site
2. Name of the Geocomp Field Team Leader giving the tailgate safety meeting
3. Name of each employee in attendance
4. Date of tailgate safety meeting
5. Topic
6. Discussion/questions
7. Recommendations for improvement identifying those with required follow-up, responsible person, action items, and schedule for completion. Completion of the identified action items will be the responsibility of the Geocomp/GeoTesting project team leader.